

June 29, 2001

Dear National Fire Academy Contract Instructor:

Enclosed you will find instructional requirements and other informational materials for the U.S. Fire Administration National Fire Academy's (NFA) course deliveries. The information sheet will assist you in submitting your quote(s). All NFA courses will be awarded based on bottom-line price.

Enclosed are requirements for all Resident courses, Resident modules, Regional Deliveries, Direct Deliveries, and State Weekends for the first six months of Fiscal Year 2002 (October 2001 through March 2002). All quotes should be addressed to Mrs. Jo Ann Boyd.

Within 2-3 weeks after the bid due date, the successful bidder information for all courses will be placed on the website. You may access the information by using the following address: www.usfa.fema.gov/nfacid. If you do not have access to the Internet, please feel free to continue contacting our NFA staff to obtain instructor bid information. If you do have access to the Internet, we prefer that you obtain the information from the website. Instructions for obtaining the information via the website are included in this package.

If you have any questions while reviewing these materials, please feel free to contact either Mrs. Boyd at (301) 447-1157 or Mrs. Tonya Long at (301) 447-1135.

Sincerely,

Dr. Denis Onieal
Superintendent

Enclosures

Human Dignity Statement
Contract Instructor Statement of Work
NETC Transportation Schedule
NETC Instruction 1100.1, Conduct on the NETC Campus

QUOTATION INSTRUCTIONS
For all National Fire Academy courses

General Instructions:

1. You may only submit quotes for those courses you have been prequalified to teach. Quotes will not be considered if you are not on the approved listing. (For resident and regional courses, you may only submit quotes for the “lead” position if you are a lead instructor).
2. Complete all items on the Quote Form and sign at the bottom. Your name and social security number or tax identification number must be entered exactly as it appears on your W9 form (Request for Taxpayer Identification [TIN] and Certification). A W9 form must be on file at the National Emergency Training Center (NETC) prior to contractual award. You can obtain a W9 Form by contacting the National Fire Academy (NFA) at: (301) 447-1157. If you currently have a W9 on file, and your name and/or address changes, you must submit the change in writing.
3. Your quotes must be mailed, faxed, or emailed to Mrs. Boyd. The fax number, email address, and mailing address are listed below. Please call to confirm receipt if you fax or email your quotes. Please be sure to adhere to the quote deadline. No late quotes can be accepted.

National Fire Academy
Attention: Mrs. Jo Ann Boyd
16825 South Seton Avenue
Emmitsburg, Maryland 21727
Fax: (301) 447-1834
email: joann.boyd@fema.gov
(Please call to confirm receipt)

4. Bids must be submitted by the dates listed for the third and fourth quarters.

Quotes must be received in
this office by 4:00 p.m. on:

For courses starting
in the months of:

August 3, 2001

October, November, and December 2001

November 2, 2001

January, February, and March 2002

5. If your quotation is found to be the most “price reasonable,” a purchase order will be issued 30-45 days in advance of the course start date. However, you will be notified of course awards as soon as possible. Please note: based on the submission of your quote(s), it is assumed that you will be available to teach the course(s). If, for any reason, you find that you are not available to teach prior to the quotation submission deadline, please notify Mrs. Boyd immediately, so that she can withdraw your quote. Likewise, if you find that you cannot teach a course delivery after the award has been made and a purchase order issued, you must notify Mrs. Boyd immediately in writing. The NFA reserves the right to reject any bid that is not determined to be price reasonable.
6. Two-week awards will take precedence over any other award. Specifically, an instructor who has received a two-week award and is in line for a Regional Delivery, Direct Delivery, or State Weekend delivery will automatically be awarded the Resident two-week delivery.

Specific On-Campus Instructions

1. Airport pick-ups to NETC will be made only as indicated on the NETC Airport Transportation Schedule (enclosed). Special runs or pick-ups by the NETC Transportation Office shall not be provided. If you cannot make flight arrangements that coincide with the NETC transportation system, you should include the cost of a rental car/limo in your quote(s). There is no transportation to/from the airport for State Weekend Programs. You should include the cost of a rental car or limo when providing your quote.
2. On-campus housing will be provided at no cost if you so desire. If you request on-campus housing, it will be approved for one night prior to the course delivery start date, and you will be required to check out the day the course delivery ends; unless you are teaching a course that ends at 4:00 p.m. In this instance, you will be provided housing for that night and check-out the next morning. Also, NETC reserves the right to assign rooms and will not consider special requests, unless required for a physical or mental handicap.

IMPORTANT INFORMATION

Cancellation policy: A contract instructor shall not be penalized for the cancellation of a course delivery as a result of an emergency situation beyond their control (i.e., severe illness and/or death of an immediate family member, acts of God or the public enemy, fires, floods, unusually severe weather, strikes and acts of the Government). A contract instructor shall be penalized for the cancellation of more than one course delivery within any 12-month period as a result of a nonemergency situation if a purchase order has been issued. The penalty shall include removal of the contract instructor from the bidders list for the applicable course of a period not to exceed 12 months beginning on the date of the second nonemergency cancellation.

If a course is cancelled by NFA and the instructor has a non-refundable airline ticket, to receive a full refund, the instructor **must** submit the original airline ticket with his/her voucher. If an instructor can change the date of his/her ticket and is charged a "change fee," he/she must submit a receipt along with the voucher for the amount of the change fee. If requesting reimbursement for non-refundable airline tickets or change fee, the instructor **must** submit the required information **within 30 days** of the course start date.

Consecutive Deliveries: A contract instructor will no longer be allowed to teach consecutive deliveries in different locations regardless if he/she is the lowest qualified bidder for both deliveries. A contract instructor must have at least 1 full calendar day for travel purposes prior to the course start date. The full day would be the day after a scheduled class ends and the day before a scheduled class begins. NFA reserves the right to make exceptions on a case-by-case basis if it is in the best interest of the Government. Please do not submit combination bids for consecutive courses held in different locations.

QUOTE FORM

Date: _____

Name, Address, and Zip Code: _____

email address: _____

SSN or TIN: _____

(If you prefer to have your purchase order issued to your business,
you must place the TIN number in the space above.)

Course: _____

Location: _____

Dates: _____

For Resident and Regional courses only: (please check which role you are submitting a quote for)

_____ Lead	_____ Support	_____ Co-instructor
_____ Independent	_____ Team (Community Education Leadership)	
_____ Fire Service	_____ Education (Fire Service Course Design)	
_____ Fire Educator	_____ Health Educator (Developing Fire & Life Safety Strategies)	
_____ Fire Service	_____ Change Management (Strategic Management of Change)	
_____ Technical	_____ Command/Control (Emergency Response to Terrorism: Incident Mgmt.)	
_____ Module Instructor (please specify)	_____	

FOR RESIDENT COURSES AND STATE WEEKENDS:

Housing on the NETC campus will ____/will not ____ be required. Housing will be authorized for one night prior to the course start date only.

Total fee, per diem, and miscellaneous expenses, and travel costs: \$ _____

\$ _____ is my fixed-price quote for the one-day review of student papers/projects. (Applicable only to the following courses: *Fire Service Course Design, Management of Fire Prevention Programs, Organizational Theory in Practice*. This one-day fixed-price fee must be included above in the total firm-fixed price quote for the job, as well as being indicated in this space provided).

For more information, please contact Jo Ann Boyd at (301) 447-1157 or Tonya Long at (301) 447-1135. You may fax your quotes to (301) 447-1834 or by email to: joann.boyd@fema.gov. Please call to confirm receipt if you fax or email your bids.

SIGNATURE: _____

CONTRACT INSTRUCTOR WEBSITE INFORMATION

The U.S. Fire Administration's National Fire Academy (NFA) recently enhanced the Contract Instructor area of the NFA web site to provide timely and up-to-date information in a "user friendly" way. Provided below are explanations of the area layout and helpful hints on how to better use the search capabilities.

You directly access this information at www.usfa.fema.gov/nfacid or from the NFA home page by clicking on the Contract Instructor link contained on the sidebar.

How to Become a National Fire Academy Contract Instructor – This link contains the most up-to-date information for NFA resident courses and the instructor selection criteria for these courses. Instructions for applying to be a contract instructor are also included. You can review the material online by clicking on the appropriate link, or materials can be downloaded in an Adobe Acrobat PDF or Microsoft Word file. If you have specific content-related questions regarding NFA courses, please contact the appropriate Program Chair at the phone number provided in the package.

Eligible Instructors – This link contains the names, addresses, phone numbers, email addresses, etc., for all NFA Contract Instructors unless NFA has been advised by the instructor not to publish his/her information. The purpose of posting this information is to assist the State Training Directors when soliciting NFA instructors to teach NFA courses within their own states. The list will also assist each of you, should you need to contact a co-instructor for any reason. Using the built in search function, you can search either by course or by instructor by entering the following criteria into the search area:

1. List by Course – course acronym, course code, and/or course title
2. List by Instructor – instructor's last name and first name.

After entering the search criteria then click on search and you should be provided the information below the search box. See Figure 1 below..

USFA – National Fire Academy – Through its courses and programs the NFA works to enhance the a - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address <http://www.usfa.fema.gov/nfacid/eligible.cfm> express search Go

National Fire Academy
search help links feedback e-mail lists home USFA

Fire Academy

General Information
Become An Instructor
Eligible Instructors
Successful Bidders
Bid Package

National Fire Academy Contract Instructor Database - Eligible Instructors

Welcome to the National Fire Academy's (NFA) Contract Instructor Database. Information contained in this section is related to eligible instructors only. If you have any questions or concerns regarding the information being provided, please contact Jo Ann Boyd by phone at (301) 447-1157 or by E-Mail at joann.boyd@fema.gov

To find an eligible instructor, search on any combination of criteria from one of the two search methods below.

List instructors by course

Course (acronym, code, name):

List courses by instructor

Instructor Name (last, first):
Instructor State:

Figure 1

Successful Bid Awards – This area provides the listing of successfully awarded NFA Contract Instructors bids for the upcoming quarter. Again, using the built in search function you can search for information in various ways. Listed below are several examples for entering search criteria: See Figure 2 below.

Blocks 1-3: Course acronym/Course code/Course title - *(list any or all three of the items requested)*

Block 4: Course date range *(request the date range for the courses. If you want the entire quarter, you would enter 10/1/2000 to 12/31/2000).*

Blocks 5-6: City/State *(enter the location of the course)*

Block 7: Instructor's last name/first name *(list the instructor's last and first name).*

The screenshot shows a web browser window with the address <http://www.usfa.fema.gov/nfacid/successful.cfm>. The page title is "National Fire Academy Contract Instructor Database - Successful Bidders". The page content includes a welcome message and a search form. The search form has the following fields: "Course (acronym, code, name):", "Course Date Range:" (with "to" in between), "Course City, State:" (with a dropdown arrow), and "Instructor Name (last, first):". There are "Reset" and "Search" buttons at the bottom of the form. The left sidebar contains links: "Fire Academy", "General Information", "Become An Instructor", "Eligible Instructors", "Successful Bidders", and "Bid Package".

Figure 2

After entering the search criteria then click on search and you should be provided the information below the search box. A list of all the NFA courses, with course codes and acronyms, is enclosed for your use.

Bid Package – The bid package is advertised on the NFA home page when quotes are being accepted for all NFA courses. This package may be viewed by individual pages or downloaded in an Adobe Acrobat PDF or Microsoft Word file.

RESIDENT AND REGIONAL DELIVERY COURSES

Course titles, Course acronyms, and Course codes

Resident “R” and course code – Regional Delivery “N” and course code.

Regional Deliveries have an asterisk beside the course acronym.

<u>COURSE TITLE</u>	<u>ACRONYM</u>	<u>CODE</u>
Advanced Leadership Issues in Emergency Medical Services	ALIEMS	151
Advanced Life Support Response to Hazardous Materials Incidents	ALSHMRI	247
Challenges for Local Training Officers (VIP)	CLTO*	815
Code Management: A Systems Approach	CODES	101
Command and Control of Fire Department Operations at Multi-Alarm Incidents	CCMAI	304
Command and Control of Fire Department Operations at Natural and Manmade Disasters	CCNM	308
Command and Control of Fire Department Operations at Target Hazards	CCTH	314
Command and Control of Incident Operations	CCIO*	831
Community Education Leadership (2-week course)	CEL	343
Community Education Leadership (VIP)	CEL(6)*	816
Developing Fire and Life Safety Strategies	DFLSS	352
Emergency Medical Services: Special Operations	EMSSO	152
Emergency Response to Terrorism: Incident Management	ERT:IM*	817
Executive Analysis of Fire Service Operations in Emergency Management	EAFSOEM	306
Executive Development	ED	123
Executive Leadership	EL	125
Executive Planning	EP	506
Fire Arson Investigation	FAI	205
Fire Cause Determination for Company Officers (VIP)	FCDCO*	811
Fire Inspection Principles	FIP*	220
Fire Service Communications	FSC	107
Fire Service Course Design	FSCD	114
Fire Service Financial Management	FSFM	333
Fire Service Planning Concepts for the 21 st Century (VIP)	FSPCC*	802
Hazardous Materials Incident Management (VIP)	HMIM*	814
Hazardous Materials Incident Management	HMIM*	243
Hazardous Materials Operating Site Practices	HMOSP	229
Initial Fire Investigation (Regional only)	IFI*	216
Interpersonal Dynamics in Fire Service Organizations	IDFSO	332
Leadership & Administration (VIP)	L&A*	810
Management of Arson Prevention and Control	MAPC	207
Management of Emergency Medical Services	MEMS	150
Management of Fire Prevention Programs	MFPP	225
Organizational Theory in Practice	OTP	331
Plans Review for Inspectors	PRI	102
Presenting Effective Public Education Programs	PEPEP*	116
Principles of Fire Protection: Structures and Systems	PFPS	222
Strategic Analysis of Community Risk Reduction	SACRR	309
Strategic Management of Change	SMOC	130
Training Program Management	TPM	342

DIRECT DELIVERY AND STATE WEEKENDS

Course codes, Course titles, and Course acronyms

Direct Delivery “F” and course code – State Weekend “W” and course code

<u>COURSE TITLE</u>	<u>ACRONYM</u>	<u>CODE</u>
Arson Detection for the First Responder	ADFR	201
Basic Life Support and Hazardous Materials	BLS	246
Command and Control of Wildland/Urban Fire Operations for the Structural Chief Officer	CCWUFOSCO	612
Cmd/Ctrl of Wildland/Urban Fire Ops for the Structural Chief Officer Train-the-Trainer	CCWUFOSCO T-t-T	622
Community Risk Issues & Prevention Interventions	CRIPI	347
Cooperative Leadership Issues in Wildland/Urban Interface	CLIWUI	613
Cooperative Leadership Issues in Wildland/Urban Interface Train-the-Trainer	CLIWUI T-t-T	623
Courtroom Preparation and Testimony for First Responders	CPTFR	209
Emergency Response to Terrorism: Basic Concept	ERT:BC	531
Emergency Response to Terrorism: Strategic Considerations for Command Officers	ERT:SCCO	555
Emergency Response to Terrorism: Tactical Considerations-Company Officer	ERT:TC-CO	552
Emergency Response to Terrorism: Tactical Considerations-Emergency Medical Services	ERT:TC-EMS	554
Emergency Response to Terrorism: Tactical Considerations-Hazardous Materials	ERT:TC-HM	553
Executive Skills Series: Influencing	ESS:I	518
Executive Skills Series: Leading Diverse Communities Beyond Conflict	ESS:LDCBC	516
Executive Skills Series: Managing and Leading Change	ESS:MLC	517
Fire Prevention for First Responders and Small Departments	FPSD	271
Fire Prevention for First Responders and Small Departments Train-the-Trainer	FPSD T-t-T	281
Health and Safety Officer	HSO	720
Incident Command for High Rise Operations	ICHO	321
Incident Command System for Emergency Medical Services	ICS/EMS	160
Incident Command System for Structural Collapse Incidents	ICSSCI	322
Incident Safety Officer	ISO	719
Leadership I	LS1	803
Leadership II	LS2	804
Leadership III	LS3	805
Managing Company Tactical Operations: Tactics	MCTO:T	451
Managing in a Changing Environment	MCE	604
Marketing Fire Protection in Your Community	MFPC	273
Marketing Fire Protection in Your Community Train-the-Trainer	MFPC T-t-T	283
Methods of Enhancing Safety Education	MESE	344
Prevention and Mitigation Advocacy for Small Department Responders	PMSD	272
Prevention and Mitigation Advocacy for Small Department Responders Train-the-Trainer	PMSD T-t-T	282
Shaping the Future	STF	602
Training Operations in Small Departments	TOSD	290
Training Operations in Small Departments Train-the-Trainer	TOSD T-t-T	291

NETC AIRPORT TRANSPORTATION SCHEDULE

	Depart <u>Ronald Reagan Airport</u>	Arrive <u>NETC</u>
Sunday	1:00 p.m. 6:00 p.m.	2:30 p.m. 7:30 p.m.

	Depart <u>BWI Airport</u>	Arrive <u>NETC</u>
Sunday	2:00 p.m.. 5:00 p.m.	3:30 p.m. 6:30 p.m.

	Depart <u>Dulles International</u>	Arrive <u>NETC</u>
Sunday	5:30 p.m.	7:00 p.m.

	Depart <u>NETC</u>	Arrive <u>all 3 Airports</u>
Friday	11:00 a.m.	12:30 p.m.

NETC AIRPORT TRANSPORTATION SCHEDULE FOR ACTIVITIES THAT DO NOT BEGIN ON MONDAY OR END ON FRIDAY

For courses or activities that do not start on Monday, a bus will depart Washington National Airport at 5:00 p.m. the day before the course begins. This bus will arrive at NETC at 7:00 p.m.

For courses or activities that do not end on Friday, a bus will depart NETC for Washington National Airport at 1:00 p.m. This bus will arrive at Washington National at 3:00 p.m.

There is no other transportation available for these activities. If you are unsure about your travel days, call the Transportation Office at (301) 447-1113 for information.

YOU MUST NOTIFY THE NETC TRANSPORTATION OFFICE AT (301) 447-1113 IF YOU INTEND TO RIDE THE BUS. IF YOU FAIL TO NOTIFY THE TRANSPORTATION OFFICE AND SEATS ARE NOT AVAILABLE, YOU WILL BE RESPONSIBLE FOR YOUR OWN TRANSPORTATION TO AND FROM NETC AND YOU WILL NOT BE REIMBURSED FOR THIS EXPENSE!

HUMAN DIGNITY STATEMENT

As cultural diversity increases among the American people, that change is being reflected in the composition of our Nation's fire and emergency services personnel. The U.S. Fire Administration's National Fire Academy recognizes the uniqueness of each individual and support human dignity by:

- Ensuring equal opportunity to all students, employees, and contractors;
- Prohibiting all discrimination and harassment;
- Supporting affirmative employment policies and practices on behalf of minorities, women, and persons with disabilities;
- Committing to resolve all human dignity issues;
- Encouraging students, staff, and contractors to communicate and behave in a manner which is sensitive to, and acknowledges the viewpoints of, others;
- Regarding diversity of a resource that enriches the learning environment through the hearing of differing perspectives, experiences, and ideas;
- Removing barriers to teamwork through collaboration, problem solving, and the constructive resolution of conflicts; and
- Continuing to identify and eliminate barriers to training, employment, and advancement of minorities, women, and persons with disabilities.

NATIONAL FIRE ACADEMY – RESIDENT COURSES

October 1, 2001, through March 31, 2002

Fire Prevention: Public Education Curriculum (Gerry N. Bassett)

Presenting Effective Public Education Programs

November 25-30, 2001	1 Lead, 1 Support
March 24-29, 2002	1 Lead, 1 Support

Developing Fire & Life Safety Strategies

January 21 – February 1, 2002	1 Health Educator, 1 Fire Educator
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Community Education Leadership (2-week course)

November 5-16, 2001	1 Independent, 1 Team
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Community Education Leadership (6-day course)

December 2-7, 2001	1 Independent, 1 Team
February 17-22, 2002	1 Independent, 1 Team

Training Programs Curriculum (Gerry N. Bassett)

Fire Service Course Design

October 8-19, 2001	1 Education, 1 Fire Service
February 25 – March 8, 2002	1 Education, 1 Fire Service

Training Program Management

October 22 – November 2, 2001	1 Lead, 1 Support
December 10-21, 2001	1 Lead, 1 Support

Challenges for Local Training Officers

December 2-7, 2001	1 Lead, 1 Support
February 17-22, 2002	1 Lead, 1 Support

Executive Development Curriculum (Charles J. Burkell)

Executive Development

November 26 – December 7, 2001	1 Lead, 1 Support
	1 Elected Official – 12/4/01
	1 City Manager – 12/4/01
	1 Legal – 12/6/01
January 7-18, 2002	1 Lead, 1 Support
	1 Elected Official – 1/15/02
	1 City Manager – 1/15/02
	1 Legal – 1/17/02

Executive Development (continued)

February 4-15, 2002

1 Lead, 1 Support
1 Elected Official – 2/12/02
1 City Manager – 2/12/02
1 Legal – 2/14/02

February 25 – March 8, 2002

1 Lead, 1 Support
1 Elected Official – 3/5/02
1 City Manager – 3/5/02
1 Legal – 3/7/02

March 11-22, 2002

1 Lead, 1 Support
1 Elected Official – 3/19/02
1 City Manager – 3/19/02
1 Legal – 3/21/02

Executive Leadership

October 8-19, 2001

2 instructors

February 4-15, 2002

2 instructors

March 11-22, 2002

2 instructors

Strategic Management of Change

November 5-16, 2001

1 Fire Service, 1 Management Consultant

December 10-21, 2001

1 Fire Service, 1 Management Consultant

January 21 – February 1, 2002

1 Fire Service, 1 Management Consultant

February 25 – March 8, 2002

1 Fire Service, 1 Management Consultant

Leadership & Administration

December 2-7, 2001

2 instructors

February 17-22, 2002

2 instructors

Management Science Curriculum (Burton A. Clark)

Fire Service Communications

February 25 – March 8, 2002

1 Lead, 1 Support

Organizational Theory in Practice

December 10-21, 2001

1 Lead, 1 Support

January 7-18, 2002

1 Lead, 1 Support

Interpersonal Dynamics in Fire Service Organizations

November 5-16, 2001

1 Lead, 1 Support

Emergency Medical Services Curriculum (Jeff T. Dyar)

Management of Emergency Medical Services

October 8-19, 2001

2 instructors

January 21 – February 1, 2002

2 instructors

Advanced Leadership Issues in Emergency Medical Services

October 22 – November 2, 2001	2 instructors
February 4-15, 2002	2 instructors
March 11-22, 2002	2 instructors

Advanced Life Support Response to Hazardous Materials Incidents

October 22 – November 2, 2001	2 instructors
January 7-18, 2002	2 instructors

Emergency Medical Services: Special Operations

November 5-16, 2001	2 instructors
November 26 – December 7, 2001	2 instructors
February 25 – March 8, 2002	2 instructors

Planning and Information Management Curriculum (Colleen Heilig)

Fire Service Financial Management

October 8-19, 2001	1 Lead, 1 Support
January 21 – February 1, 2002	1 Lead, 1 Support

Executive Planning

October 22 – November 2, 2001	1 Lead, 1 Support
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Fire Service Planning Concepts for the 21st Century

December 2-7, 2001	1 Lead, 1 Support
February 17-22, 2002	1 Lead, 1 Support

Fire Prevention: Technical Curriculum (Robert Neale)

Fire Inspection Principles

October 22 – November 2, 2001	1 Lead, 1 Support
November 5-16, 2001	1 Lead, 1 Support
November 26 – December 7, 2001	1 Lead, 1 Support
February 4-15, 2002	1 Lead, 1 Support

Principles of Fire Protection: Structures and Systems

December 10-21, 2001	1 Lead, 1 Support
February 25 – March 8, 2002	1 Lead, 1 Support
March 11-22, 2002	1 Lead, 1 Support

Plans Review for Inspectors

January 7-18, 2002	1 Lead, 1 Support
January 21 – February 1, 2002	1 Lead, 1 Support

Emergency Response to Terrorism Curriculum (John P. Kimball)

Emergency Response to Terrorism: Incident Management

October 28 – November 2, 2001	1 Technical, 1 Command/Control
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Emergency Response to Terrorism: Incident Management (continued)

November 25-30, 2001	1 Technical, 1 Command/Control
February 3-8, 2002	1 Technical, 1 Command/Control
February 17-22, 2002	1 Technical, 1 Command/Control
March 24-29, 2002	1 Technical, 1 Command/Control

Hazardous Materials Curriculum (Jan Kuczma)

Hazardous Materials Operating Site Practices

October 8-19, 2001	1 Lead, 1 Support
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November 5-16, 2001	1 Lead, 1 Support
January 7-18, 2002	1 Lead, 1 Support
February 4-15, 2002	1 Lead, 1 Support

Hazardous Materials Incident Management

November 25-30, 2001	1 Lead, 1 Support
February 17-22, 2002	1 Lead, 1 Support
March 10-15, 2002	1 Lead, 1 Support
March 24-29, 2002	1 Lead, 1 Support

Incident Management Curriculum (Robert P. Murgallis)

Executive Analysis of Fire Service Operations in Emergency Management

December 10-21, 2001	1 Lead, 1 Support
	3 Exercise Controllers – 12/14-20/01

Command and Control of Fire Department Operations at Multi-Alarm Incidents

October 8-19, 2001	1 Lead, 1 Support
November 5-16, 2001	1 Lead, 1 Support
January 21 – February 1, 2002	1 Lead, 1 Support

Command and Control of Fire Department Operations at Target Hazards

November 25-30, 2001	1 Lead, 1 Support
February 17-22, 2002	1 Lead, 1 Support
March 3-8, 2002	1 Lead, 1 Support
March 24-29, 2002	1 Lead, 1 Support

Command and Control of Fire Department Operations at Natural and Manmade Disasters

October 22 – November 2, 2001	1 Lead, 1 Support
	3 Exercise Controllers – 10/29-11/1/01
January 7-18, 2002	1 Lead, 1 Support
	3 Exercise Controllers – 1/14-17/02
March 11-22, 2002	1 Lead, 1 Support
	3 Exercise Controllers – 3/18-21/02

Command and Control of Incident Operations

November 25-30, 2001	1 Lead, 1 Support
December 2-7, 2001	1 Lead, 1 Support

Command and Control of Incident Operations (continued)

February 10-15, 2002	1 Lead, 1 Support
February 17-22, 2002	1 Lead, 1 Support
February 24 – March 1, 2002	1 Lead, 1 Support

Fire Prevention: Management Curriculum (Burton A. Clark – Acting)

Code Management: A Systems Approach

October 8-19, 2001	1 Lead, 1 Support
January 7-18, 2002	1 Lead, 1 Support

Management of Fire Prevention Programs

December 10-21, 2001	1 Lead, 1 Support
	1 Legal – 12/17-18/01

Strategic Analysis of Community Risk Reduction

October 22 – November 2, 2001	1 Lead, 1 Support
December 10-21, 2001	1 Lead, 1 Support
February 4-15, 2002	1 Lead, 1 Support

Arson Curriculum (Douglas R. Williams)

Fire Arson Investigation

October 22 – November 2, 2001	1 Lead, 1 Support 1 Legal – 10/30/01
December 10-21, 2001	1 Lead, 1 Support 1 Legal – 12/18/01
January 21 – February 1, 2002	1 Lead, 1 Support 1 Legal – 1/29/02
February 4-15, 2002	1 Lead, 1 Support 1 Legal – 2/12/02
February 25 – March 8, 2002	1 Lead, 1 Support 1 Legal – 3/5/02
March 11-22, 2002	1 Lead, 1 Support 1 Legal – 3/19/02

Fire Cause Determination for Company Officers

December 2-7, 2001	1 Lead, 1 Support
February 17-22, 2002	1 Lead, 1 Support

Management for Arson Prevention and Control

December 10-21, 2001	1 Lead, 1 Support 1 Juvenile Firesetter – 12/18-19/01
February 25 – March 8, 2002	1 Lead, 1 Support 1 Juvenile Firesetter – 3/5-6/02

Interviewing and Interrogation Techniques for Courtroom Testimony

November 5-16, 2001	2 Co-instructors Legal (11/12-16/01)
January 7-18, 2002	2 Co-instructors Legal (1/14-18/02)

NATIONAL FIRE ACADEMY
STATE WEEKEND PROGRAM
October 1, 2001 through March 31, 2002

One instructor is needed for each offering during a State Weekend Program unless the state prefers to offer a course twice in the same weekend.

COURSE MENU:

Arson Detection for the First Responder
Basic Life Support Response for Hazardous Materials Incidents
Command and Control of Wildland/Urban Fire Operations for the Structural Chief Officer Community Risk Issues & Prevention Interventions
Cooperative Leadership Issues in Wildland/Urban Interface
Courtroom Preparation and Testimony for First Responders
Emergency Response to Terrorism: Basic Concepts
Emergency Response to Terrorism: Strategic Considerations-Command Officer
Emergency Response to Terrorism: Tactical Considerations-Company Officer
Emergency Response to Terrorism: Tactical Considerations-Emergency Medical Services
Emergency Response to Terrorism: Tactical Considerations-Hazardous Materials
Executive Skills Series: Influencing
Executive Skills Series: Leading Diverse Communities Beyond Conflict
Executive Skills Series: Managing and Leading Change
Fire Prevention for First Responders and Small Departments
Health and Safety Officer
Incident Command for Highrise Operations
Incident Command for Structural Collapse Incidents
Incident Command System for Emergency Medical Services
Incident Safety Officer
Leadership I
Leadership II
Leadership III
Managing Company Tactical Operations: Tactics
Managing in a Changing Environment
Marketing Fire Prevention in Your Community
Methods for Enhancing Safety Education
Prevention and Mitigation Advocacy for Small Department Responders
Shaping the Future
Training Operations in Small Departments

October 20-21, 2001

Wisconsin/Delaware State Weekend

Arson Detection for the First Responder
Basic Life Support Response to Hazardous Materials Incidents
Executive Skills Series: Leading Diverse Communities Beyond Conflict
Incident Command System for Emergency Medical Services
Incident Command System for Structural Collapse Incidents
Managing Company Tactical Operations: Tactics (2)
Training Operations in Small Departments

October 27-28, 2001

North Carolina State Weekend

Emergency Response to Terrorism: Basic Concepts
Emergency Response to Terrorism: Tactical Considerations—Company Officer

Emergency Response to Terrorism: Tactical Considerations—Hazardous Materials
Leadership I
Leadership II
Leadership III
Managing in a Changing Environment
Shaping the Future

November 3-4, 2001

Tennessee State Weekend

Courtroom Preparation and Testimony for First Responders
Community Risk Issues and Prevention Interventions
Fire Prevention for First Responders in Small Departments
Incident Command System for Structural Collapse Incidents
Methods for Enhancing Safety Education
Marketing Fire Prevention in Your Community
Prevention and Mitigation Advocacy for Small Department Responders
Training Operations in Small Departments

November 17-18, 2001

West Virginia State Weekend

Arson Detection for the First Responder
Courtroom Preparation and Testimony for First Responders
Emergency Response to Terrorism: Strategic Considerations—Command Officer
Executive Skills Series: Managing and Leading Change
Incident Command for Highrise Operations
Incident Command System for Structural Collapse Incidents (2)
Training Operations in Small Departments

February 2-3, 2002

Maryland State Weekend

Command and Control of Wildland/Urban Fire Operations for the Structural Chief Officer
Courtroom Preparation and Testimony for First Responders
Community Risk Issues and Prevention Interventions
Incident Safety Officer
Leadership III
Prevention and Mitigation Advocacy for Small Department Responders
Training Operations in Small Departments

March 9-10, 2002

New York State Weekend

Command and Control of Wildland/Urban Fire Operations for the Structural Chief Officer
Fire Prevention for First Responders in Small Departments
Health and Safety Officer
Leadership I
Leadership II
Leadership III
National Fire Incident Reporting System 5.0
Training Operations in Small Departments

March 23-24, 2002

Maine State Weekend

Command and Control of Wildland/Urban Fire Operations for the Structural Chief Officer

Incident Command System for Structural Collapse Incidents

Leadership II

Managing Company Tactical Operations: Tactics

Training Operations in Small Departments

NATIONAL FIRE ACADEMY DIRECT DELIVERIES

October 1, 2001 through March 31, 2002

COURSE MENU:

Arson Detection for the First Responder (ADFR)
Basic Life Support Response for Hazardous Materials Incidents (BLS)
Command and Control of Wildland/Urban Fire Operations for the Structural Chief Officer (CCWUFOSCO)
Community Risk Issues & Prevention Interventions (CRIPI)
Cooperative Leadership Issues in Wildland/Urban Interface (CLIWUI)
Courtroom Preparation and Testimony for First Responders (CPTFR)
Emergency Response to Terrorism: Basic Concepts (ERT:BC)
Emergency Response to Terrorism: Strategic Considerations-Command Officer (ERT:SCCO)
Emergency Response to Terrorism: Tactical Considerations-Company Officer (ERT:TC:CO)
Emergency Response to Terrorism: Tactical Considerations-Emergency Medical Services (ERT:TC:EMS)
Emergency Response to Terrorism: Tactical Considerations-Hazardous Materials (ERT:TC:HM)
Executive Skills Series: Influencing (ESS:I)
Executive Skills Series: Leading Diverse Communities Beyond Conflict (ESS:LDCBC)
Executive Skills Series: Managing and Leading Change (ESS:MLC)
Fire Prevention for First Responders and Small Departments (FPSD)
Health and Safety Officer (HSO)
Incident Command for Highrise Operations (ICHO)
Incident Command for Structural Collapse Incidents (ICSSCI)
Incident Command System for Emergency Medical Services (ICS/EMS)
Incident Safety Officer (ISO)
Leadership I (LSI)
Leadership II (LSII)
Leadership III (LSIII)
Managing Company Tactical Operations: Tactics (MCTO:T)
Managing in a Changing Environment (MCE)
Marketing Fire Prevention in Your Community (MFPC)
Methods for Enhancing Safety Education (MESE)
Prevention and Mitigation Advocacy for Small Department Responders (PMSD)
Shaping the Future (STF)
Training Operations in Small Departments (TOSD)

PLEASE NOTE: Direct Deliveries that are held back-to-back in the same location can be bid either separately or together. The lowest bidder will be determined by adding separate bids together or accepting the one bid together-- whichever is lower and more advantageous to the government.

Per diem rates can be found on the website at www.policyworks.gov/perdiem.

Course	Date	Location	Airport	Nearest
ADFR	10/20-21/01	North Las Vegas, NV	McCarran	
ADFR	1/5-6/02	Abilene, KS	Manhattan/Salina	
ADFR	1/12-13/02	Wolf Point, MT	Wolf Point	
ADFR	1/16-17/02	Tuscaloosa, AL	Birmingham	
ADFR	2/9-10/02	Missoula, MT	Missoula	
ADFR	2/23-24/02	Bismarck, ND	Bismarck	
ADFR	2/23-24/02	Monmouth, OR	Portland	
ADFR	2/23-24/02	Tonopah, NV	McCarran	
ADFR	3/2-3/02	Aberdeen, WA	SeaTac	

ADFR	3/9-10/02	Brookings, SD	Sioux Falls
ADFR	3/9-10/02	Elko, NV	Elko Regional
BLS	10/13-14/01	Dover, DE	BWI or Philadelphia
BLS	2/16-17/02	Owensboro, KY	Louisville
CCWUFSCO T-t-T	1/8-9/02	Holden, LA	Baton Rouge or New Orleans
CCWUFSCO	10/6-7/01	Beacon Falls, CT	Bradley International
CCWUFSCO	10/20-21/01	Anchorage, AK	Anchorage International
CCWUFSCO	10/22-23/01	Hutchinson, KS	Wichita
CCWUFSCO	1/4-6/02*	Riverton, WY	Riverton
CCWUFSCO	1/19-20/02	Chubbuck, ID	Pocatello
CCWUFSCO	2/9-10/02	Great Falls, MT	Great Falls
CCWUFSCO	2/9-10/02	Hermiston, OR	Portland
CCWUFSCO	2/16-17/02	Rapid City, SD	Rapid City Regional
CCWUFSCO	2/21-22/02	Ardmore, OK	Oklahoma City
CCWUFSCO	2/23-24/02	Monmouth, OR	Portland
CCWUFSCO	3/2-3/02	Bangor, ME	Bangor
CCWUFSCO	3/4-5/02	Lawton, OK	Oklahoma City
CCWUFSCO	3/7-8/02	San Bernardino, CA	Ontario
CCWUFSCO	3/9-10/02	Lewistown, PA	Harrisburg International
CCWUFSCO	3/9-10/02	Medford, OR	Portland
CCWUFSCO	3/11-12/02	Forsyth, GA	Hartsfield/Atlanta
CCWUFSCO	3/23-24/02	Aztec, NM	Farmington
CCWUFSCO	3/23-24/02	Lewiston, ID	Lewiston
CCWUFSCO	3/23-24/02	Reno, NV	Reno-Tahoe International
CLIWUI T-t-T	1/10-11/02	Holden, LA	Baton Rouge or New Orleans
CLIWUI	10/11-12/01	Lihue, HI	Lihue
CLIWUI	11/13-14/01	Tuscaloosa, AL	Birmingham
CLIWUI	12/1-2/01	College Park, MD	BWI
CLIWUI	3/7-8/02	Ardmore, OK	Oklahoma City
CLIWUI	3/23-24/02	Great Falls, MT	Great Falls
CPTFR	11/15-16/01	Nampa, ID	Boise
CPTFR	11/17-18/01	Windsor Locks, CT	Bradley International
CPTFR	1/4-6/02*	Riverton, WY	Riverton
CPTFR	1/17-18/02	Tulsa, OK	Oklahoma City
CPTFR	1/19-20/02	Amherst, MA	Bradley International
CPTFR	1/19-20/02	Morton, MN	Minneapolis/St. Paul
CPTFR	2/2-3/02	Fairfield, ME	Bangor or Portland
CPTFR	2/6-7/02	Windsor Locks, CT	Bradley International
CPTFR	2/9-10/02	Albuquerque, NM	Albuquerque
CPTFR	2/21-22/02	Bismarck, ND	Bismarck
CPTFR	2/23-24/02	Ames, IA	Des Moines
CPTFR	2/23-24/02	St. Cloud, MN	Minneapolis/St. Paul
CPTFR	3/7-8/02	Oconomowoc, WI	General Billy Mitchell Field
CRIPi	3/9-10/02	Portland, ME	Portland
CPTFR	3/16-17/02	Liberal, KS	Liberal
CPTFR	3/25-26/02	Forsyth, GA	Hartsfield/Atlanta
CRIPi	3/23-24/02	Billings, MT	Billings

ERT:BC	2/21-22/02	Bismarck, ND	Bismarck
ERT:SCCO T-t-T	1/17-18/02	Lisle, IL	Chicago O'Hare
ERT:SCCO	2/2-3/02	Lincoln, NE	Lincoln
ERT:TC-CO	10/24-25/01	Port Neches, TX	Jefferson County Airport
ERT:TC-EMS	11/3-4/01	Bristol, RI	Greene/Providence
ESS:I T-t-T	2/2-3/02	Ft. Lee, VA	Richmond
ESS:I	10/13-14/01	Concord, NH	Manchester
ESS:I	1/11-12/02	Urbandale, IA	Des Moines
ESS:LDCBC	11/6-7/01	Augusta, GA	Hartsfield/Atlanta
ESS:LDCBC	2/8-9/02	Altoona, IA	Des Moines
ESS:LDCBC	2/28-3/1/02	San Jose, CA	San Jose International
ESS:MLC	10/6-7/01	Edinburg, TX	McAllen International
ESS:MLC	1/9-10/02	Missouri City, TX	Houston Hobby or Houston International
ESS:MLC	1/12-13/02	N. Mankato, MN	Minneapolis-St. Paul
ESS:MLC	1/17-18/02	Honolulu, HI	Honolulu International
ESS:MLC	2/2-3/02	Ft. Lee, VA	Richmond
ESS:MLC	3/15-16/02	West Des Moines, IA	Des Moines
FPSD T-t-T	2/5-6/02	Holden, LA	Baton Rouge or New Orleans
FPSD	11/3-4/01	Amargosa, NV	McCarran
FPSD	2/2-3/02	Champaign, IL	Willard Airport Savoy
FPSD	2/16-17/02	Little Rock, AR	Little Rock
FPSD	2/16-17/02	Owensboro, KY	Louisville
FPSD	2/21-22/02	Bismarck, ND	Bismarck
HSO	2/1-3/02*	Bell Buckle, TN	Nashville International
HSO	2/16-17/02	Concord, NH	Manchester
HSO	3/2-3/02	Bristol, RI	Greene/Providence
ICHO	10/25-26/01	Wichita, KS	Wichita
ICHO	10/27-28/01	San Antonio, TX	San Antonio International
ICHO	1/19-20/02	Amherst, MA	Bradley International
ICHO	2/3-4/02	Midland, TX	Midland International
ICHO	2/9-10/02	Anoka, MN	Minneapolis/St. Paul
ICHO	2/11-12/02	Riverside, CA	Ontario
ICS/EMS	11/17-18/01	Riverton, WY	Riverton
ICS/EMS	12/3-4/01	Riverside, CA	Ontario
ICS/EMS	2/23-24/02	Aberdeen, SD	Aberdeen Regional
ICSSCI	10/5-6/01	West Valley, UT	Salt Lake City
ICSSCI	10/6-7/01	Texarkana, AR	Texarkana
ICSSCI	10/20-21/01	San Elizario, TX	El Paso
ICSSCI	11/1-2/01	San Bernardino, CA	Ontario

ICSSCI	11/8-9/01	Iowa City, IA	Cedar Rapids
ICSSCI	11/29-30/01	Champaign, IL	Willard Airport Savoy
ICSSCI	1/26-27/02	Brainerd, MN	Brainerd Crow Wing Co. Regional
ICSSCI	1/26-27/02	Dallas, NC	Charlotte Douglas Airport
ICSSCI	3/2-3/02	Anchorage, AK	Anchorage International
ICSSCI	3/9-10/02	Colorado Springs, CO	Colorado Springs
ISO T-t-T	10/29-30/01	Honolulu, HI	Honolulu International
ISO	10/13-14/01	Portland, ME	Portland
ISO	10/15-16/01	Las Cruces, NM	El Paso (1 hour)
ISO	11/3-4/01	Dover, DE	BWI or Philadelphia
ISO	11/7-8/01	San Diego, CA	Charles Lindberg/San Diego
ISO	11/17-18/01	North Pole, AK	Fairbanks International
ISO	12/1-2/01	Sandpoint, ID	Spokane, WA
ISO	1/5-6/02	Belgrade, MT	Belgrade
ISO	1/10-11/02	Shawnee, OK	Oklahoma City
ISO	1/12-13/02	Ogallala, NE	Lincoln or Denver
ISO	1/28-29/02	Leavenworth, KS	Kansas City, MO
ISO	2/2-3/02	Ft. Lee, VA	Richmond
ISO	2/2-3/02	Madison, SD	Sioux Falls
ISO	2/23-24/02	Monmouth, OR	Portland
ISO	3/2-3/02	Jonesboro, AR	Memphis, TN
ISO	3/9-10/02	North Las Vegas, NV	McCarran
ISO	3/16-17/02	Redding, CA	Redding
ISO	3/21-22/02	Council Bluffs, IA	Omaha, NE
LS1	10/16-17/01	Lubbock, TX	Lubbock International
LS1	11/2-3/01	Ogden, UT	Salt Lake City
LS1	1/17-18/02	Junction City, KS	Kansas City, MO
LS1	1/19-20/02	Ketchikan, AK	Ketchikan International
LS1	2/9-10/02	Columbia, MO	Columbia Regional
LS1	2/23-24/02	Butte, MT	Butte
LS1	3/7-8/02	West Sacramento, CA	Sacramento Metro
LS1	3/9-10/02	Colorado Springs, CO	Colorado Springs
LS1	3/9-10/02	Hailey, ID	Hailey
LS1	3/9-10/02	North Pole, AK	Ketchikan International
LS1	3/21-22/02	Kahului, HI	Kahului
LS2	10/15-16/01	Washington, DC	Reagan/National
LS2	10/17-18/01	Washington, DC	Reagan/National
LS2	11/9-10/01	Ogden, UT	Salt Lake City
LS2	2/2-3/02	Champaign, IL	Willard Airport Savoy
LS2	2/9-10/02	Columbia, MO	Columbia Regional
LS2	3/9-10/02	Colorado Springs, CO	Colorado Springs
LS3	10/27-28/01	Garden City, KS	Garden City
LS3	11/16-17/01	Ogden, UT	Salt Lake City
LS3	1/4-6/02*	Riverton, WY	Riverton
LS3	2/9-10/02	Columbia, MO	Columbia Regional
LS3	2/16-17/02	Rapid City, SD	Rapid City Regional
LS3	2/23-24/02	Bismarck, ND	Bismarck
LS3	3/9-10/02	Colorado Springs, CO	Colorado Springs
LS3	3/23-24/02	Norfolk, NE	Lincoln, Omaha, or Norfolk

MCE	2/16-17/02	Owensboro, KY	Louisville
MCTO:T	11/17-18/01	Hobbs, NM	Lubbock, TX (3 hours) Roswell
MCTO:T	1/12-13/02	Great Falls, MT	Great Falls
MCTO:T	1/12-13/02	Rexburg, ID	Idaho Falls
MCTO:T	1/26-27/02	Farmington, NM	Farmington
MCTO:T	1/26-27/02	Pierre, SD	Pierre Regional
MCTO:T	1/26-27/02	Redding, CA	Redding
MCTO:T	2/9-10/02	Sioux Falls, SD	Sioux Falls
MCTO:T	2/16-17/02	Juneau, AK	Juneau International
MCTO:T	2/23-24/02	Monmouth, OR	Portland
MCTO:T	3/7-8/02	Lihue, HI	Lihue
MESE	10/6-7/01	Kalispell, MT	Kalispell
MFPC T-t-T	3/19-20/02	Holden, LA	Baton Rouge or New Orleans
MFPC	1/12-13/02	Concord, NH	Manchester
MFPC	2/23-24/02	Ames, IA	Des Moines
MFPC	2/23-24/02	Bismarck, ND	Bismarck
MFPC	2/23-24/02	Monmouth, OR	Portland
PMSD T-t-T	2/7-8/02	Holden, LA	Baton Rouge or New Orleans
PMSD	11/3-4/01	Roscommon, MI	EMS International Saginaw
PMSD	2/16-17/02	Burley, ID	Twin Falls
STF	11/1-2/01	Shawnee, OK	Oklahoma City
STF	1/15-16/02	Rock Springs, WY	Rocky Springs
STF	2/2-3/02	Champaign, IL	Willard Airport Savoy
TOSD T-t-T	3/21-22/02	Holden, LA	Baton Rouge or New Orleans
TOSD	10/13-14/01	Grand Island, NE	Lincoln & drive or Grand Island
TOSD	10/20-21/01	Carlsbad, NM	El Paso, TX (3 hours) or Roswell
TOSD	11/3-4/01	Clarksville, GA	Hartsfield/Atlanta
TOSD	11/3-4/01	Manhattan, KS	Kansas City, MO
TOSD	11/9-10/01	St. George, UT	Las Vegas, NV
TOSD	11/14-15/01	Hinesville, GA	Savannah International
TOSD	12/8-9/01	Beatty, NV	McCarran
TOSD	12/10-11/01	St. Louis, MO	Columbia Regional
TOSD	1/19-20/02	Amherst, MA	Bradley International
TOSD	1/26-27/02	Dover, DE	BWI or Philadelphia
TOSD	2/2-3/02	Ft. Lee, VA	Richmond
TOSD	2/2-3/02	Hinckley, MN	Minneapolis/St. Paul
TOSD	2/9-10/02	Columbia, MO	Columbia Regional
TOSD	2/9-10/02	Mahnomen, MN	Hector International
TOSD	2/16-17/02	Brandon, MS	Jackson International
TOSD	2/23-24/02	Ames, IA	Des Moines
TOSD	2/23-24/02	Bismarck, ND	Bismarck
TOSD	2/23-24/02	Spokane, WA	Spokane
TOSD	3/22-23/02	Casper, WY	Casper

*The State has requested that this course be taught over a 3-day period.

NATIONAL FIRE ACADEMY
REGIONAL DELIVERIES

October 1, 2001 through March 31, 2002

COURSE MENU:

Challenges for Local Training Officers (CLTO)
Command and Control of Incident Operations (CCIO) (formerly Fire Command Operations)
Community Education Leadership (CEL)
Fire Cause Determination for Company Officers (FCDCO)
Fire Inspection Principles (FIP)
Fire Service Planning Concepts for the 21st Century (FSPCC)
Hazardous Materials Incident Management (HMIM)
Initial Fire Investigation (IFI)
Presenting Effective Public Education Programs (PEPEP)

Course	Date	Location
		CCIO 1/14-19/02 Visalia, CA CCIO 1/20-25/02 Richmond, VA
CCIO	1/28-2/2/02	Shreveport, LA
CCIO	2/4-9/02	Anchorage, AK
CCIO	2/11-16/02	Lisle, IL
CCIO	3/4-9/02	Nokesville, VA
CCIO	3/11-16/02	Boise, ID
CCIO	3/11-16/02	Fargo, ND
CLTO	1/21-26/02	Ames, IA
FIP	3/4-15/02	Henderson, NV
FSPC	2/11-16/02	Socorro, NM
HMIM	1/7-12/02	Columbus, OH

Once course awards are made, the Regional Delivery Program Manager will forward the necessary information to you--such as the point-of-contact, location of course, etc.

Per diem rates can be found on the website at [www. policyworks.gov/perdiem](http://www.policyworks.gov/perdiem).